



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: May

- ✓ **Town Council Meeting:** Friday, May 12 @ 9:00 am at Town Hall
- ✓ **Town Council Organization Meeting:** May 24 @ 5:00 pm at Town Hall
- ✓ **Town Hall Closed:** Monday, May 29, 2023 for Memorial Day

DEPARTMENT REPORTS - April

Code Enforcement, Joe Hinks

- 4 calls for property violations.
- 3 calls for construction debris.
- 23 Mercantile licenses issued.
- 14 Building Permits issued.
- 1 stop work order posted.
- 3 Certificates of Occupancy/Compliance issued.
- 4 Plans reviewed.
- 8 Property inspections.
- Met with several property owners to discuss possible small renovations.
- Submitted necessary documentation for CRS recertification; received approval for another year.
- Worked with DNREC to address Wetland violation by property owner. Update: project now approved and compliant.
- Working with Town Manager to restructure department.

Public Works, Supervisor Jon Stiffler

- Finish mulching along RT 1.
- Re-built bench on N. 4th street dune.
- Removed another floating wetland at 105 Brandywine requested by resident.
- Matt's paving worked on patching 7 different locations on New Castle and Bayshore.
- Picked up plants from Vines Creek for town hall.
- Moved trash bin back to 900 South Ocean Drive.
- Placed mobi-mats on beach access areas.
- Preparing beach area for upcoming season
- Worked on a few projects around town hall for renovations.
- Checked all bike rack locations for damage from the winter.
- Getting designs from Inland Bays Garden Center and Lords on welcome beds native plantings.
- Assisting with algae harvesting project for 5 days.

Town Hall, Town Manager Maureen Hartman

- Town Hall renovations are mostly completed with some minor items still in need of completion. Final Fire Marshall inspection completed April 6. Final walk-through was conducted on April 20. Completed setting up Town Hall with assistance from all staff members.
- City Manager's Association meeting on April 12.
- Assist residents with numerous items.
- Assist mayor, councilmembers, and committee members with various requests.
- On-site meeting with Solitude regarding hydro-raking activities for Town; final review of canals with Mayor and council member Shaw on April 4.

- Various meetings regarding contracts and other Town business.
- When available, attend weekly progress meetings for beach nourishment.
- Attended Sussex Co Evacuation Workshop on April 27 at Del Tech. The purpose of this workshop was to strengthen coordination between State-County-Local authorities ahead of the release of new evacuation zones for the State of Delaware. The Delaware Emergency Management Agency (DEMA) partnered with the Federal Emergency Management Agency (FEMA) and Sussex County Emergency Operations to reevaluate the state's evacuation zones considering recent population growth and land use trends. DEMA is preparing a Know Your Zone public information campaign to disseminate information about evacuation zones. In anticipation of this and the start of the 2023 hurricane season, DEMA, Sussex County EOC, and Delaware Sea Grant organized this workshop to bring state-county-and municipal organizations together to review evacuation procedures, public outreach efforts, and ways to strengthen coordination between all entities. "Know Your Zone" rack cards are in Town Hall in the lobby. Stop by and pick one up!